

Holbrook Board of Selectmen  
Minutes of the Regular Session of  
Wednesday, April 24, 2019

Present: Daniel R. Lee, Chairman  
Joshua Reilly, Vice-Chairman  
Lindsay Vayda, Clerk  
Richard B. McGaughey, Associate  
Pamela E. Campanella, Associate

In attendance: Timothy J. Gordon, Town Administrator  
Marjorie E. Godfrey, Assistant Town Administrator  
Luke McFadden, Fire Chief  
William J. Smith, Chief of Police  
Stephan Hooke, Director of Communications  
Lauren Mielke, Deputy Director of Communications  
Christopher Pellitteri, Superintendent of Public Works

The meeting was called to order at 7:00 p.m. by Chairman Lee in the Selectman Noel C. King Meeting Room, Holbrook Town Hall, Floor 3R, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen accept the minutes of the regular session of Wednesday, March 27, 2019

VOTE: 5:0

Mr. Gordon announced that:

- The Holbrook Cultural Council is looking for new members
- The Norfolk County Registry of Deeds will be at the Town Hall on Thursday, May 16th, in order to provide services at the local level in Holbrook

JOINT WATER TREATMENT PLANT – EMERGENCY DECLARATION:

It was explained that there was a major power failure at Randolph/Holbrook Water Treatment Plant on Saturday that damaged a major pump. The MWRA and MEMA reached out, and a temporary pump was installed. Residents may notice reduced water pressure. The plant will be shut down on the night of the 26th while rental equipment is being installed. It was stressed that this is not a water quality issue – it is a distribution issue. Residents were asked to conserve water.

It has been determined that the treatment plant needs immediate, substantial work in order to keep functioning sufficiently. The Department of Revenue has been consulted and recommended that the Town follow the process of declaring a local emergency, in order to request authorization to deficit spend for the necessary repairs. The first step is a vote of the Board of Selectmen:

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen declare a Local Emergency, under the provisions of MGL Chapter 44, Section 31, in order to authorize Town Departments to incur liability in excess of appropriation, for the purpose of repairs to the Randolph/Holbrook Joint Water Treatment Plant

VOTE: 5:0

Public Works Superintendent Chris Pellitteri was thanked for his work over this past weekend at the Randolph/Holbrook Water Treatment Plant.

Mr. Gordon explained that the Board needs to take one vote on the Wage and Salary Schedule that is going before town meeting on May 7, 2019. It was previously voted to provide 2% increases in wages for a few positions that will need the maximum wage column adjusted to accommodate the 2% raise.

**MOTION:** By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen recommend the following changes to the “Town Meeting voted maximum” column of the Wage and Salary Schedule:

- Laborer Part-Time from \$23.00 to \$23.46
- Assistant COA Coordinator from \$20.00 to \$20.40
- IT Coordinator from \$30.00 to \$30.60
- Special Officers from \$20.00 to \$20.40

**VOTE:** 5:0

Mr. Gordon also reported that:

- Town meeting preparations continue, and preparations for Memorial Day will follow
- He recommended that the two responses to the South School RFP be reviewed by the Board at meetings on different nights
- The repointing of bricks, painting of the exterior and other renovations are continuing at the Town Hall, using earmark funding
- A new website for the Town Hall Departments is being worked on

**SWEARING IN OF TOWN’S FIRST DEPUTY POLICE CHIEF & A SERGEANT:**

Chief Smith introduced William D. Marble, Jr., who was promoted from the rank of Sergeant to the rank of DEPUTY POLICE CHIEF on April 10, 2019. Town Clerk Jeanmarie Tarara was present and swore Deputy Police Chief Marble in.

Chief Smith introduced Daniel Ford, who was promoted from the rank of Police Officer to the rank of SERGEANT on April 10, 2019. Town Clerk Jeanmarie Tarara was present and swore Sergeant Daniel Ford in.

Chief Smith reported that a contract has been signed with MEMA for reimbursement of expenses related to the March 2nd storm. The Police cruiser that caught fire has been totaled.

The Deputy Police Chief’s position is a non-union position. The Board of Selectmen has negotiated a personal agreement with the Deputy Chief.

**MOTION:** By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen approve and execute an Employment Agreement Between the Town of Holbrook and Deputy Police Chief William D. Marble, Jr., effective April 10, 2019

**VOTE:** 5:0

**EXIT INTERVIEW – FY2018 TOWN AUDIT:**

Present: Ms. Renee Davis and Mr. Kyle Warne, representing Powers & Sullivan, LLC

Ms. Davis explained that the Board had before them a report on the Town's financial statements, a report on the Town's federal grants, and a report on how the Town could strength its internal controls and improve efficiency. She reviewed the components of the Financial Statements, and said that the Town has strong controls over the budget. Some of the deficiencies previously reported in the Management Letter have been resolved or partially resolved, and some others could be strengthened, but no significant deficiencies were found. Two new areas that could be strengthened include the School Department and the Town Clerk's office.

Treasurer/Collector Paul Digirolamo advised that he will be back before the Board at an upcoming meeting in May for a vote on the sale of BOND ANTICIPATION NOTES (BAN) totaling \$6,780,000. The total includes \$5,570,000 for the new School Project, \$860,000 for the traffic signal project at Weymouth, Pine and Sycamore Streets, and \$700,000 for the water meter replacement project. There is still approximately \$4.9 million due from the state on the new school project.

Mr. Digirolamo reported that he is still short-handed in his office.

**COUNCIL ON AGING ADVISORY COMMITTEE:**

The list of residents who requested to be appointed to this new committee was reviewed and discussed.

**MOTION:** By Ms. Vayda, second by Mr. Lee, that the Board of Selectmen appoint the following members to the Council on Aging Advisory Committee:

Gerry Graham	Ex-Officio members:
Thelma Douglas	Tiffany Sheehan
Elaine Hyland	Lindsay Vayda
John Moriarty	Chris Pellitteri
Louise Currie	
Bill Currie	
Sue Murray	

**VOTE:** 5:0

**HOLBROOK LANDFILL RE-PURPOSE AND OVERSIGHT ADVISORY COMMITTEE:**

The list of residents who requested to be appointed to this new committee was reviewed and discussed.

**MOTION:** By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen appoint the following members to the Holbrook Landfill Re-Purpose and Oversight Advisory Committee:

Chris Nickerson  
Eryc Courmac  
Chris Lade  
Paul Callinan  
Dan Moriarty, III  
Greg DeLuca

**VOTE:** 5:0

Supt. Pellitteri requested that the Board approve fees for new commercial-industrial sewer connections.

**MOTION:** By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen approve the New Sewer Connection Fees for Commercial and Industrial Connections, to include:

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\$5,000.00 for a 6-inch Connection, and \$8,500.00 for an 8-inch Connection  
as recommended by the Superintendent of Public Works

VOTE: 5:0

The Board reviewed the ANNUAL TOWN MEETING WARRANT

MOTION: By Ms. Campanella, second by Ms. Vayda, that the Board of Selectmen approve and  
execute the May 7, 2019 Annual Town Meeting Warrant, as presented

VOTE: 4:0:1 (Mr. Reilly abstained)

The Board discussed changing its meeting schedule in order to meet weekly. The discussion will  
continue at an upcoming meeting.

**CITIZEN CONCERNS:**

Ms. Tiffany Sheehan said she emailed the Animal Control Officer and got a quick response. She had  
been emailing her at an old email address previously.

Director Hooke said employees have taken part in 2-day training on burnout and how to deal with  
difficult people, which was paid for by a 911 grant. Residents were encouraged to sign up to receive  
Reverse 911 Code Red Calls. The information is published on the Communications Department's  
Facebook page, on the Police Department's website, and on the Town's website.

Chief McFadden reported that the Department has been busy with routine calls and inspections. Open  
burning ends on May 1st.

Chief Smith said residents can deposit unwanted prescription and non-prescription drugs in the container  
in the lobby of the Public Safety Building for National Take Back Day until noon on Saturday.

MOTION: At 8:50 pm, made and seconded, to adjourn the meeting

VOTE: 5:0

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Lindsay Vayda, Clerk

**Documents:**

Requests for appointment to committees

ATM warrant

Minutes

Deputy Police Chief agreement

Audit Reports

Sewer Connection Form